

BY-LAWS

THE BOARD OF TRUSTEES

BRUNSWICK TECHNICAL COLLEGE

As revised and Approved

April 20, 1983

PHILOSOPHY, PURPOSE, AND OBJECTIVES

Brunswick Technical College is a tax-supported, public, nonprofit school under the control of a Board of Trustees. It was established by the North Carolina Legislature in June 1979 under provisions of the General Statutes of North Carolina, Chapter 115-A, passed by the Legislature in 1963, and as amended by 115D in 1979. It is supervised by the Department of Community Colleges and the North Carolina State Board of Community Colleges.

Brunswick Technical College was chartered as Brunswick Technical Institute, but on May 1, 1979, the General Assembly passed a bill to permit technical institutes to change their names to technical colleges with the approval of the Board of Trustees and the County Commissioners; and on October 5, 1979, the Board of Trustees with the approval of the Brunswick County Board of Commissioners, voted unanimously to change the name of the institution from Brunswick Technical Institute to Brunswick Technical College.

Brunswick Technical College has been established to add to the educational opportunity between the mandatory public school program and the four-year colleges and universities within laws of North Carolina and the regulations of the Department of Community Colleges. It is also the purpose of the College to prepare men and women to meet specific job requirements for employment. Providing this opportunity requires open door admission with selective placement of both high school graduates and others who are of suitable age.

I. Statement of Philosophy

The philosophy of this College is to see that the doors are always open to anyone of suitable age who can benefit from what the College has to offer.

The College will provide for each person the opportunity to progress as far as he can within his ability and desire and within the assigned function of the system.

II. Purpose and Objectives

The principle objectives of Brunswick Technical College are as follows:

- A. To provide both expanded and relatively inexpensive educational opportunities for high school graduates, non-graduates and adults who have the desire to further their education.
- B. To provide technical programs which prepare students for employment of a technical nature in industry, agriculture, business, and service occupations.
- C. To provide vocational programs to train individuals for employment in specific occupations requiring different abilities and skills.
- D. To provide short courses and cluster curriculum programs that will afford opportunities for persons to improve their occupational skills, raise their standard of living, and become more responsible citizens.
- E. To provide opportunities for people to pursue avocational interests and cultural enlightenment.
- F. To provide the manpower training for new and/or expanding industry and other occupations.
- G. To conduct continual surveys of educational needs, thereby deleting obsolete programs, improving marginal programs, and creating new programs.
- H. To provide an adult basic education program to meet the needs of those who are sixteen years of age or older and are functioning at or below the eighth grade level.

- I. To provide the education necessary to meet high school equivalency requirements or to earn a high school diploma for those who did not complete high school in the public system.
- J. To provide a program of articulation between this College and the public schools of this area in order to provide a complete educational program for all citizens.

In summary, the philosophy of Brunswick Technical College is to fulfill the individual educational and training needs of all its students, within the framework of the North Carolina Community College System. At the same time, the College's programs help supply the area served by the College with qualified, trained manpower for continued industrial, business, and agricultural growth. The College is dedicated to providing a broad range of educational and training programs that offer students the opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help make them more effective members of their community.

III. Review of Philosophy and Objectives

The President shall appoint, on an annual basis, an ad hoc committee to review and/or up-date the philosophy and objectives of the College. The committee will consist of members representative of the faculty, administrative staff, Board of Trustees, and student body.

ARTICLE I

TRUSTEE MEMBERS, APPOINTMENTS, TERM OF OFFICE

Mr. William Stanley	Brunswick County Commissioners	June 30, 1987
Dr. Karl Stanley	Brunswick County Commissioners	June 30, 1983
Mr. Pearly Vereen	Brunswick County Commissioners	June 30, 1989
Mr. John Ivey	Brunswick County Commissioners	June 30, 1985
Mr. Lewis Stanley	Brunswick County Board of Education	June 30, 1985
Mr. Eugene Hewett	Brunswick County Board of Education	June 30, 1989
Mrs. Shirley Babson	Brunswick County Board of Education	June 30, 1983
Mr. Hoyal Varnum, Jr.	Brunswick County Board of Education	June 30, 1987
Ms. Cora Green	Governor of North Carolina	June 30, 1983
Mr. Durwood Clark, Sr.	Governor of North Carolina	June 30, 1989
Mr. Leo Johnson	Governor of North Carolina	June 30, 1985
	Governor of North Carolina	June 30, 1987
	Student Government Association President	End of Term as President

ARTICLE II

RESPONSIBILITY AND MEMBERSHIPSection A. Jurisdiction and Responsibility

1. The Board of Trustees is a body corporate established under the provisions of Chapter 115A of the General Statutes of North Carolina, and subsequently amended by 115D in 1979. The Board possesses all of the powers of a body corporate for the purpose created by or that may exist under provisions of the law.
2. The Board of Trustees has the responsibility for the development and operation of the College in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
3. The official title of the Board of Trustees, and the corporate name of the College, shall be, "The Board of Trustees of Brunswick Technical College."
4. Under the law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax-levying authorities.

Section B. Membership

1. The Board shall consist of ~~thirteen members~~. Four trustees shall be elected by the Brunswick County Board of Education, four trustees shall be elected by the Brunswick County Board of Commissioners and four trustees shall be appointed by the Governor of North Carolina. The Student Government Association President is an ex officio non-voting member of the Board.

2. The terms of the members of the Board shall be so set by selecting agencies that the term of a member in each group shall expire on June 30 of every other year, the shortest term to expire on June 30 of the next odd-numbered year following the date the Board of Trustees was established. Thereafter, all terms shall be eight (8) years and shall commence on July 1.
(Exception: The Student Government Association President will serve for the duration of his Presidency only.)
3. All trustees must live in with primary residence in Brunswick County with the exception of the Student Government President.
4. Vacancies occurring in any group for whatever reason shall be filled for the remainder of the unexpired term by the agency authorized to select the trustees of that group and in the manner in which regular selections are made. Should the the selection of a trustee not be made by the agency or agencies having the authority to do so within sixty (60) days after the date on which a vacancy occurs, whether by creation or expiration of a term for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.
5. Members of the Board of Trustees may also be removed by the Board of Trustees for cause.
6. A member of the Board of Trustees who is absent from as many as one-half of all Board Meetings in a fiscal year (July 1-June 30) without a cause which has been voted on by the Board shall be considered thereby to have created a vacancy on the Board and the appropriate agency shall be notified of such vacancy.

ARTICLE III

OFFICERS AND THEIR DUTIES

Section A. Election and Term of Office

1. The corporate officers of the Board of Trustees shall be the Chairman, the Vice-Chairman, and the Secretary.
2. The Chairman and Vice-Chairman shall be elected by the Board of Trustees from its membership.
3. The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board.
4. The Chairman, the Vice-Chairman, and the Secretary shall be elected for a period of one year, but shall be eligible for re-election by the Board.
5. The President of the College shall serve on appointment by the Board under the terms set by the Board.

Section B. The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an ex-officio voting member of all committees of the Board, execute all contracts and other documents on authority by, and in the name of, the Board; shall preside at all meetings of the Board, call special meetings of the Board, and discharge all other functions delegated by the Board.

Section C. The Vice-Chairman of the Board of Trustees

The Vice-Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated by the Board.

Section D. The Secretary of the Board of Trustees

The Secretary shall:

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the Corporate Seal of the Board, affix it to official documents, and attest same by his signature.
3. Have custody of all official records and documents of the Board.
4. Prepare and maintain an indexed compilation of all by-laws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Operation Manual of the Board of Trustees of Brunswick Technical College.
5. Issue, to all trustees, upon direction by the Chairman, notices of all meetings of the Board.

Section E. The President of the College

1. The President shall attend and participate in, without vote, all meetings of the Board of Trustees except where his absence is expressly desired.
2. The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board of when he deems it to be in the best interest of the College.
3. The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he deems to be in the best interests of the citizens of the community and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the Standards of the State Board of Community Colleges.

3. Original curricula for the preparation of technicians.
4. Courses and curricula in vocational, trades, and technical specialties.
5. Courses and programs in general adult education.
6. The President shall advise the Board on the committees for particular projects of the College, where needed.
7. The President shall advise the Board on buildings and grounds and the Board on the planning, construction and modification of physical facilities.
8. The President shall advise the Board on the financial and budgetary needs of the College.
9. The President shall discharge any other functions which the Board may delegate to him.

ARTICLE IV

OFFICE AND DUTIES OF THE BOARD OF TRUSTEES

Section A. Duties of the Board of Trustees

The Board of Trustees shall:

1. Have and set the proper qualifications for and appoint a president for each term, and under such conditions as it may fix, such election to be subject to the approval of the State Board of Community Colleges.
2. Provide for the employment of the personnel required for the operation of the College, upon recommendation of the President, subject to standards established by the State Board of Community Colleges.
3. Acquire by purchase or otherwise all land required for the College sites, and roads-of-way, which shall be necessary for the proper operation of the College, when such lands have been approved by the State Board of Community Colleges; and, if necessary, co-

acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40 of the General Statutes. For the purpose of condemnation, the determination of the Board as to the amount of land to be taken and necessity therefore shall be conclusive.

4. Adhere to the standards and requirements for admission and graduation of students as well as other standards established by the State Board of Community Colleges.
5. Receive and accept private donations, gifts, bequests, and the like to apply them or invest them and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of the State Law and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the College by contracting with other public or private educational institutions of the State, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish and disestablish programs of instruction within the College upon recommendation by the President.
8. Require the execution of such studies and take such steps as are necessary to insure that the functions of the College are always those which are most helpful and feasible in light of the resources available to the College.
9. Adopt and recommend current expense and capital outlay budgets.
10. Perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and by-laws for the government and operation of the College under the law.

Section B. Appeals from Personnel

1. The Board of Trustees shall hear appeals from personnel in the College, including students and applicants for admission to particular programs, provided that the appeals are made under the rules and regulations prescribed by the Board. Any such appeal shall be presented to the President, who shall refer it to the Chairman for proper consideration.

ARTICLE V

COMMITTEES

Section A. Types of Committees and Method of Appointment

1. The Board may establish such standing committees and ad hoc committees as it deems necessary to secure and protect the welfare of the College. The Chairman shall appoint the members of all committees.

Section B. Limitation of Authority of Committees

1. If the Board in regular or special meeting authorizes a committee to act on a matter referred to it, the Chairman of the committee shall report within a reasonable time to the Board of the action taken and the action shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting.
2. The Committee Chairman, or his designee, may in the absence of a regular committee meeting submit items to the Board for approval and/or consideration.

Section C. Standing Committees

1. Committee on Buildings and Grounds
 - a. The Committee shall meet as necessary to discharge its functions and to accomplish any special tasks assigned to

- (1) To carry out, or require to be carried out, studies relating to sites, buildings and grounds.
- (2) To recommend to the Board, after consultations with the President, the College's campus planner and architect.
- (3) To recommend for inclusion in all planning, architectural, and construction contracts all appropriate provisions for the protection of the interests of the College.
- (4) To recommend to the Board, after consultation with the President, a long-range campus plan and architectural plans for all construction.
- (5) To make recommendations to the Board after consulting with the President, regarding the immediate and long-range building and facilities needs of the College.
- (6) To recommend to the Board the call for bids on institutional construction and the awarding of contracts.
- (7) To make recommendations to the Board, after consultation with the President, regarding plans and programs of maintenance of the campus and its property.
- (8) To recommend to the Board adequate insurance coverage of buildings and their contents and of other facilities.
- (9) To recommend to the Board of Trustees the securing or granting of easements and rights-of-way. The Committee on Building and Grounds shall have other functions, regular or special, as the Board of Trustees may authorize.
- (10) The Committee shall be responsible for long-range campus beautification plans to include streets, parking, signs, etc.
- (11) The Committee shall make recommendations to the Board of Trustees for contracts of landscape architects and shall advise on modifications and changes of long-range beautification plans.

2. Committee on Finance

A. The Committee on Finance shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

- (1) To make recommendations to the Board regarding the fiscal policies of the College.
- (2) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President's recommended budgets for current operations and capital outlay.

- (3) To receive, study, and recommend to the Board, with modifications it deems appropriate, any special or unusual expenditure of any type recommended by the President.
- (4) To receive, study, and take such action as it deems appropriate on any report on the budget, purchasing and accounting functions required of it, or presents to it by the President.
- (5) To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
- (6) To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, the care of all College securities, and also policies and decisions regarding contracts for instructional or research services or other purposes with private or governmental firms, persons or agencies.
- (7) To represent the Board before the Board of County Commissioners, the Legislature, the State Board of Community Colleges, and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operating expenses and support for its needs for capital outlay.
- (8) To recommend to the Board a budget adequate for the local support for current expenses of the College.
- (9) To recommend to the Board the policy to govern the receipts, security, depositing, accounting, and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and State Board of Community College regulations.
- (10) To recommend to the Board appropriate bonding policy to govern College employees entrusted with funds of all kinds.
- (11) To approve, on the recommendation of the President, the transfer of local funds within line items in the budget.
- (12) To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
- (13) To recommend to the Board of Trustees that issuance of bonds or notes be effected and to recommend that special taxes be levied for the purpose of meeting payments of principal and interest on such bonds and notes, when the capital outlay requirements of the College make such action necessary.

3. Personnel Committee

a. Approving of Applicants

- (1) The Personnel Committee, in cooperation with the President will have the responsibility for approving and recommending to the Board of Trustees all full-time administrative and faculty personnel.
- (2) The President will have the authority to employ all part-time administrative and part-time faculty and secretarial, bookkeeping, and maintenance personnel. These applicants will not be required to go through the Personnel Committee.

b. Discharging of Employees

- (1) The Personnel Committee will be consulted concerning the discharge of all full-time administrative and faculty personnel. The final decision for discharge or retention will be made by the Board of Trustees upon the recommendations of the President and Personnel Committee.
- (2) The discharge of part-time administrative, part-time faculty, clerical and maintenance personnel may be done by the President.
- (3) The recommendation for discharge of the President of the College would come from the Personnel Committee to the Board of Trustees and/or a special committee appointed by the Chairman.
- (4) The Personnel Committee will be responsible for approving all educational leaves of absence and for making such recommendations as deemed necessary to the full Board of Trustees.
- (5) The Personnel Committee will be notified of all resignations of full-time employees and will present such recommendations to the Board of Trustees.

4. Legislative Committee

- a. The Legislative Committee shall coordinate local efforts with the State Trustees Association in promoting the welfare of the community college system through the North Carolina Genral Assembly.
- b. This Committee shall make recommendations to the Board of Trustees concerning policy needs or changes that would be of interest to the North Carolina General Assembly, and/or the N. C. Board of Community Colleges.
- c. This Committee shall coordinate efforts of public relations with local representatives of the North Carolina General Assembly.

Section D. Other Committees

- (1) It shall be the privilege of the Chairman of the Board of Trustees to appoint other permanent or temporary committees as the need arises.

ARTICLE VI

MEETINGS

Section A. Regular Meetings

1. The regular meeting of the Board shall be held at the College on the third Wednesday of each month unless the Chairman shall fix another time and/or place of the meeting provided that the Board shall meet at least one time in each three-month period.

Section B. Special Meetings

1. The time, place, and purpose(s) of special meetings may be fixed by the Chairman.
2. The business to be transacted at any special meeting of the Board shall generally be confined to such matters as have been specified in the call to members and officers of the Board.
3. Notice of Special Meetings must be given at least 48 hours prior to the meeting and the purpose of the meeting stated.

Section C. Notice of Meetings

1. Members and officers of the Board and the President shall be notified in writing by the Secretary of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight hours in advance of meetings.

Section D. Quorums

1. Seven members of the Board of Trustees excluding the Student Government Association Representative, at meetings shall

constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of at least four members of the Board. A majority vote of all the members of the Board shall be required for the determination of policy, for making regulations, for the election of a President, and for the establishment or disestablishment of curricula or services of the College.

Section E. Agenda

1. The President of the College will provide the Chairman with a list of those items to be presented to the Board with his recommendations, and where appropriate, with copies of any documents to be presented as information or for action by the Board.
2. The Chairman shall receive agenda items from Board members and all other sources at least 48 hours prior to the meeting for which they were prepared.
3. The Chairman may add items to the agenda regardless of the date he receives such items.

Section F. Order of Business

1. The regular order of business at meetings of the Board shall be:
 1. Roll Call
 2. Consideration and disposition of the minutes
 3. Report of the Building and Grounds Committee
 4. Report of the Committee on Finance
 5. Report of the Personnel Committee
 6. Report of the President of special items
 7. Unfinished Business
 8. Consideration of the regular agenda
 - a. Items relating to education

- b. Items relating to buildings and grounds
- c. Items relating to personnel
- d. Items relating to finance
- e. Items relating to other subjects

9. Other new business

Section G. Parliamentary Rules

1. Robert's Rules of Order shall be followed in conducting the meetings of the Board unless otherwise provided by the Board.

Section H. Individual or Group Hearings

1. Any individual or organized group (other than students or College Personnel) who desires to appear before the Board shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesman.
2. The statement shall be filed with the Chairman at least 48 hours in advance of meeting at which the appearance is desired in order that it may be included in the agenda for the meeting.
3. The President of the College is to be notified prior to any meeting between the Board or Committee of the Board and any employee of the College or organized group.

ARTICLE VII

BRUNSWICK TECHNICAL COLLEGE

Section A. Coordination within the College

All unreasonable duplication of programs and services of the College and all waste shall be avoided. The College shall provide to the Citizens of Brunswick County and the State of North Carolina educational programs of high quality only on the basis of justified need. Programs which are appropriate to a comprehensive technical college may be authorized to serve the needs of all or any combination of the following groups, among others:

1. High School graduates and other adult students who wish to take courses for academic advancement and personal enrichment.
2. Out-of school youth who seek occupational training.
3. High school drop-outs sixteen years of age or older who desire to complete high school.
4. Adults who desire high school review.
5. Recent high school graduates who seek to complete an Associate Degree program for terminal purposes or adults who seek same.
6. Recent high school graduates who seek non-degree occupational training.
7. Adults, employed or unemployed, who desire re-training.
8. Adults, employed or unemployed, who wish to upgrade their skills or who need refresher instruction in their fields.
9. Adults who seek occupational training.
10. Adults who are interested in general education instructional services and who do not desire college credit.
11. Groups within the community who need short courses for specific purposes.
12. Adults who need instruction to remove literacy deficiencies.

Section B. The President of the College

1. The President shall have full authority and responsibility for the operation of the College under the policies, rules and regulations of the Board and of the State Board of Community Colleges within the budgets approved by the Board. The President shall be elected by the Board of Trustees and shall hold office at the pleasure of the Board.
2. The Board shall at all times exercise its control of the College through the President

3. The President shall have the initiative in shaping and maintaining the educational policies of and the character of the College and he shall recommend changes to be made in the programs and services to be provided.
4. The President shall recommend the items to be included in the current expense budget and the capital outlay budget.
5. The President shall make a written report to the full Board of Trustees each year on the development and operation of the College with both immediate and long-range recommendations.

Section C. Succession to the Presidency

Unless the Board shall decide otherwise, the Business Manager, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence from his post for any other reason, shall serve as acting president until the Board has selected a temporary or permanent president. During short absences, the President may appoint a person as acting president.

Section D. Constitution

Any constitution adopted by the College and approved by the Board shall automatically become a part of the rules and regulations of the Board and as such be subject to amendment by the Board under provisions of Article IX of these By-Laws.

Section E. Personnel

It shall be the purpose of the Board of Trustees at all times to insure that all employees of all classifications in the College shall be of such character, habits, philosophy, and competence that their influence upon the students, each other, and upon the various publics of the College is wholesome and constructive. Only the Board of Trustees may grant tenure to professional personnel of the College and after such personnel has been nominated for tenure by the President.

Section F. Academic Freedom and Responsibility

Brunswick Technical College is dedicated to the dissemination of knowledge, the engendering and development of skills, competencies and understandings, and to the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the College. The Board of Trustees shall likewise require the exercise of responsible judgement on the part of personnel of the College as they exercise academic freedom in accomplishing the objectives of the institution.

Section G. Diplomas and Certificates

The signatures of the Chairman of the Board of Trustees and the President shall be affixed to all degrees, diplomas, and certificates awarded in recognition of the completion of curriculum programs, and to all certificates awarded in recognition of the completion of special extension programs. Special extension programs shall be understood to include programs in Supervisory Development Training, Police Training, and other such programs as may be added from time to time. The signatures of the Director of Continuing Education and the President shall be affixed to certificates awarded in recognition of completion of all other General Adult, Basic Adult, and Extension Short Courses.

ARTICLE VIII

POLICIES, RULES AND REGULATIONS

Section A. General Provisions

By an affirmative vote of a majority of all the members of the Board, the Board may make or amend such policies, rules and regulations as

may be authorized by the law and as may be required in its judgement for the effective discharge of its responsibilities and for the effective operation of the College.

Section B. Notification and Publication

The President of the College shall be responsible for providing to each member of the Board and the President a copy of all current By-Laws, policies, rules, and regulations.

ARTICLE IX

ADOPTION AND AMENDMENT

Section A. Adoption

Adoption of these By-Laws shall be by affirmative vote of at least a simple majority of the full Board of Trustees at a regular meeting provided that each member has received notice at least fifteen days prior to the meeting and that each member has received a copy of the By-Laws at least fifteen days prior to the meeting.

Section B. Amendments

Amendments to these By-Laws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least a majority of the full Board of Trustees at a regular meeting.

(Adopted by the Trustees of Brunswick Technical College, March 21, 1980.
Revised April 20, 1983.)